



DEPARTMENT OF PERSONNEL

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MEMO PERD #25/99

July 14, 1999

TO: All State Agencies
Designees for Personnel Rules Distribution

FROM: Jeanne Greene, Acting Director
Department of Personnel

SUBJECT: Temporary Regulation Changes

Enclosed are temporary regulations adopted at the December 17, 1998, and June 4, 1999, meetings of the Personnel Commission. The revisions appear in bold type and were adopted as proposed without modification.

Please see that all administrators and personnel representatives, as appropriate, are advised of these changes. You may wish to reproduce these pages and distribute them to all personnel rule recipients.

Because temporary regulations will automatically expire on November 1, 1999, it is our intent to submit these regulations for permanent adoption at the September 10, 1999, Personnel Commission meeting. When the regulations are adopted as permanent, they will be reproduced in final form for distribution to all recipients of personnel rules.

JG:cp

Enclosures

cc: Agency Personnel Liaisons
Agency Personnel Representatives

TEMPORARY REGULATIONS ADOPTED AT THE
DECEMBER 17, 1998, AND JUNE 4, 1999 MEETINGS OF THE
PERSONNEL COMMISSION

DEFINITION:	Pay progression date
NAC 284.132	Temporary classifications
NAC 284.134	Individual reclassification of position to higher level: Status of incumbents
NAC 284.138	Reclassification or reallocation of class or position to higher grade: Status of incumbents
NAC 284.140	Reclassification of a class or position to a lower grade: Status of incumbents
NAC 284.182	Pay progression date: Adjustment and retention of date
NAC 284.186	Date of promotion coinciding with pay progression date
NAC 284.194	Granting or withholding of increase in salary based on merit
NAC 284.589	Administrative leave with pay
NAC 284.602	Resignations
NAC 284.614	Layoffs: Procedure
NAC 284.726	Access to confidential records

"Pay Progression Date" defined.

Except as otherwise provided in NAC 284.182, an employee's "Pay Progression Date" is one year of employment equivalent to full time service from the date of the employee's appointment to his current grade.

284.132 Temporary classifications.

1. An appointing authority, an employee or the department of personnel may request a temporary classification which allows the classification of a position for a temporary period of 1 year or less. Each promotion which is designated as temporary must have specific criteria established which justify the grade of the position and the projected date of expiration of the period. A position which no longer meets this criteria will revert back to the class from which it was reclassified. This method of classification is subject to the following conditions:
 - (a) Temporary classifications must meet the allocation standards and the criteria established for the higher class before this method may be used. The classification must be approved by the department of personnel before the promotion.
 - (b) An employee who is promoted into a temporary class must sign the payroll document. This signature acknowledges that the employee understands the conditions of the reclassification and its projected date of expiration.
2. If the employee meets the minimum qualifications for the temporary classification, he:
 - (a) Must be promoted;
 - (b) Retains his status of appointment; and
 - (c) Must complete the remaining portion of the probationary period currently being served, if any, based on the requirements of the new class.An incumbent who has reverted to his previous class is entitled to the step, **pay progression date** and status of appointment as though he had not been promoted.
3. An employee who is promoted pursuant to this section must receive a new **pay progression date** if his promotion results in an increase of at least two grades. The rate of compensation for the employee will be determined in accordance with the provisions of NAC 284.170 governing compensation on promotion.
4. In case of a layoff, the temporarily assigned employee's class of layoff is his former class. The time served in the temporary class is counted for seniority purposes if it was in the same occupational class, as provided in NRS 284.171.

(Added to NAC by Dep't of Personnel, eff. 10-26-84) — (NAC A by Dep't of Personnel, 10-27-97)

284.134 Individual reclassification of position to higher level: Status of incumbents.

1. An incumbent who meets the minimum qualifications for an individual reclassification as provided in NAC 284.126 may be reclassified to a higher level. If the incumbent's position is reclassified as a result of an individual classification study, the incumbent will continue to serve in the position and he:
 - (a) Must be promoted;
 - (b) Retains his status of appointment; and
 - (c) Must complete the remaining portion of the probationary period currently being served, if any, based on the requirements of the new class.An employee who is reclassified pursuant to this section must receive a new **pay progression date** if his promotion results in an increase of at least two grades. The rate

of compensation will be determined in accordance with the provisions of NAC 284.170 governing compensation on promotion.

[Personnel Div., Rule II Section F subsecs. 1 & 2, eff. 8-11-73] -- (NAC A by Dep't of Personnel, 10-26-84; 10-27-97)

284.138 Reclassification or reallocation of class or position to higher grade: Status of incumbents.

1. Except as otherwise provided in subsections 3 and 4, if a class or a position within a class is reclassified or reallocated to a higher grade as a result of an occupational study, the incumbent will continue to serve in the position and he:
 - (a) Must be promoted;
 - (b) Retains his status of appointment;
 - (c) Retains his **pay progression date**; and
 - (d) Must complete the remaining portion of the probationary period currently being served, if any, based on the requirements of the new class.
2. The rate of compensation for employees who are promoted will be determined in accordance with the provisions of NAC 284.170 governing compensation on promotion.
3. The provisions of subsection 1 do not apply to an incumbent who is filling a position in a class which is at a lower grade than the authorized level of the position unless the class held by the incumbent is reclassified or reallocated to a higher grade.
4. If a position is reclassified to a higher grade in a different occupational class, the employee must meet the minimum qualifications of the higher level position before he is promoted. If the employee does not meet the minimum qualifications, he must not be promoted, the position will be temporarily reclassified per NAC 284.132 and the employee may be eligible for a special salary adjustment as provided in NAC 284.206. If the employee does not meet the minimum qualifications within 1 year after the effective date of the reclassification, the duties must be reassigned and the position must be reclassified accordingly.

[Personnel Div., Rule II Section F subsec. 4, 8-11-73; A 10-6-78] -- (NAC A by Dep't of Personnel, 10-26-84; 8-1-91; 12-26-91; 9-16-92; 10-27-97)

284.140 Reclassification of a class or position to a lower grade: Status of incumbents.

1. If a class or position is reclassified to a lower grade, the incumbent's title and grade must be changed to the new class. He will retain his status of appointment and **pay progression date**. The rate of compensation will be determined by the provisions of NAC 284.290 governing compensation on retained rates or, if the employee does not meet these requirements, by the provisions of NAC 284.170 governing compensation on demotion.
2. The employee is eligible for reappointment to the same or a similar class from which he was reclassified.
3. The employee is entitled to reemployment rights to his former class and option in his department for 1 year from the date of notification of the reclassification to the lower grade if the employee and the agency provide the necessary information regarding the employee's seniority on the prescribed form.
4. If the employee is receiving a retained rate of pay and he declines the first opening which is offered to him for his previous class in his department and location, he forfeits his reemployment rights to the former class and must be immediately reclassified to the

lower grade and the provisions of this chapter governing the salary of an employee on demotion apply. (Added to NAC by Dep't of Personnel, eff. 10-26-84)

- (a) Be paid at a step which corresponds to or is below his current rate of pay if it is within the grade of the class to which he is appointed;
 - (b) Be paid at the first step in the new grade to which he is appointed; or
 - (c) Receive a special adjustment to his salary pursuant to subsection 1 of NAC 284.204 or 284.206.
10. An employee who was previously employed in the classified service and is appointed pursuant to the provisions of subsection 9 may not be paid at a step and grade which is greater than he received at the time he left the classified service, unless he has held the unclassified or nonclassified position for more than 1 year.

[Personnel Div., Rule III Section F, eff. 8-11-73; A 10-6-78] -- (NAC A by Dep't of Personnel, 10-26-84; 8-28-85; 5-27-86; 7-22-87; 9-17-87; 12-17-87; 7-21-89; 8-14-90; 8-1-91; 7-6-92; 3-23-94; 7-1-94; 3-1-96)

284.182 Pay Progression Date: Adjustment and retention of date.

1. An employee who receives a promotion or an individual reclassification that does not include the rest of his class and results in an increase of at least two grades must receive a new **pay progression date**.
2. If an employee is in a position that is reclassified upward as a result of an occupational study, he retains his **pay progression date**.
3. An employee who is reinstated must receive a new **pay progression date**.
4. An employee who is demoted retains his **pay progression date**. If an employee was promoted but is being restored to his former position pursuant to the provisions of NAC 284.462, the date of appointment and **pay progression date** of the former position must be restored.
5. If an employee transfers to a position without receiving an increase in grade or is reappointed to a position at a grade he formerly held, he retains his **pay progression date**.
6. An employee's **pay progression date** must be adjusted for the amount of time in excess of 240 hours or, in the case of an excluded classified employee, 30 working days, that he spends on leave without pay and on catastrophic leave, combined, in a year, except for leave without pay pursuant to NRS 281.390 or NRS 284.365 or NAC 284.580. An employee whose regular work schedule is more than 80 hours biweekly must be allotted additional leave without pay and catastrophic leave in proportion to the number of hours that his regular work schedule exceeds 80 hours biweekly. For the purpose of this subsection, the year begins on the employee's most recent date of appointment except when there is a retained **pay progression date**. In that instance, the year begins 1 year before the retained **pay progression date**. Each subsequent year begins on the date the employee attains his **pay progression date**.
7. A person who is rehired within 1 calendar year after having been laid off or received a seasonal separation will have his **pay progression date** adjusted on a day-for-day basis for the time during which he was not employed.
8. A person with a permanent disability arising from a disability related to work who is reemployed following a separation from state service within 1 year after the date on which he sustained the permanent disability as determined pursuant to NAC 284.6013 will have his **pay progression date** adjusted on a day-for-day basis for the time during which he was not employed.

9. If a person is reemployed and has remained continuously employed, he retains his **pay progression date**.
10. If a person eligible for military reemployment is reemployed, he retains the **pay progression date** held when he separated from the state for his service in the military.
11. An employee who changes from working full-time to part-time or from part-time to full-time must have his **pay progression date** adjusted to equal 1 year of service equivalent to full-time service.
12. Service in:
 - (a) Provisional, temporary, special disabled and emergency status must be credited toward eligibility for an increase in salary based on merit if it is immediately followed by a probationary or permanent status.
 - (b) A seasonal position which is probationary or permanent must be credited toward eligibility for an increase in salary based on merit. If an incumbent's status of appointment is other than probationary or permanent, the provisions in paragraph (a) apply. An incumbent in a seasonal position must complete 1 year of employment equivalent to full-time service with the state before he is eligible for the increase.

[Personnel Div., Rule III part Section G, eff. 8-11-73] -- (NAC A by Dep't of Personnel, 10-26-84; 8-28-85; 5-27-86; 8-22-86; 4-19-88; 7-21-89; 10-18-89; 3-27-92; 7-6-92; 9-16-92; 11-16-95; 3-1-96; 10-27-97)

284.186 Date of promotion coinciding with pay progression date.

If the date of an eligible employee's promotion coincides with his **pay progression date**, an increase in salary based on merit must be granted first and the promotional increase must be applied to the higher rate.

[Personnel Div., Rule III part Section G, eff. 8-11-73; A 4-14-76] -- (NAC A by Dep't of Personnel, 10-26-84)

284.194 Granting or withholding of increase in salary based on merit.

1. An employee whose last rating of performance was standard or better and who has not attained the top step of his grade must receive an increase in his salary based on merit of one step on his **pay progression date** and each year thereafter of employment equivalent to full-time service until he reaches the top of the grade unless he receives a subsequent rating of performance which is substandard.
2. An employee whose last rating of performance was substandard is not eligible for an increase in his salary based upon merit. Such an employee is only entitled to receive an increase in salary based on merit on the date designated and recorded on a subsequent report on performance as the date on which his overall performance improved to standard or better. If a subsequent report on performance is not filed with the director within 30 days after the date required by subsection 4 of NRS 284.340, the employee's performance will be deemed standard and he will be entitled to the increase effective on the date the report on performance was due. The date a report is received by the director or an employee of the department of personnel is the date it is filed.
3. If an increase in salary based on merit is withheld as provided in subsection 2, the employee's **pay progression date** must not be affected.

Except as provided in NAC 284.202, no retroactive payment of an increase in salary based on merit may be given.

[Personnel Div., Rule III part Section G, eff. 8-11-73] -- (NAC A by Dep't of Personnel, 10-26-84; 10-18-89; 11-16-95; R031-98, 4-17-98)

284.589 Administrative leave with pay.

1. An appointing authority may grant administrative leave with pay to an employee:
 - (a) To relieve him of his duties during the active investigation of a suspected criminal violation or the investigation of an alleged wrongdoing;
 - (b) For up to 2 hours to donate blood; or
 - (c) To relieve him of his duties until the appointing authority receives the results of a screening test pursuant to NRS 284.4065.
2. An appointing authority or the department of personnel may grant administrative leave with pay to an employee for:
 - (a) His participation in, or attendance at, activities which are directly or indirectly related to the employee's job or his employment with the state but which do not require him to participate or attend in his official capacity as a state employee; or
 - (b) Closure of the employee's office or worksite caused by a natural disaster or other similar adverse condition when the employee is scheduled and expected to be at work. An appointing authority may designate certain employees as essential and notify them that they are required to report to work.
3. An appointing authority shall grant administrative leave with pay to an employee for:
 - (a) The initial appointment and one follow-up appointment if the employee receives counseling through the employee assistance program;
 - (b) His attendance at a wellness fair which has been authorized by the risk management division of the department of administration;
 - (c) His participation in an official capacity as a member of a committee or board created by statute on which he serves as a representative of state employees. Such leave must be in lieu of other fees provided for attendance at meetings and participation in official functions of the committee or board;
 - (d) Up to 8 hours for preparation for hearings regarding his suspension, demotion or dismissal as provided in subsection 1 of NAC 284.656; **or**
 - (e) **His time spent as a grievant or a witness before the Employee-Management Committee.**

(Added to NAC by Dep't of Personnel, eff. 10-26-84; A 8-28-85; 4-20-90; A by Personnel Comm'n, 8-1-91; A by Dep't of Personnel, 9-13-91; 12-26-91; 11-12-93; 3-23-94; 11-16-95; 10-27-97)

284.602 Resignations.

1. An employee who desires to resign may do so by notifying the appointing authority in writing of the reason for the resignation and its effective date.
2. The employee must attempt to submit his resignation at least 2 weeks before he leaves.
3. The appointing authority shall report and the employee shall acknowledge the resignation to the department of personnel on **the form prescribed by the Department of Personnel.** The form must contain a statement of the employee's right to revoke his resignation pursuant to NRS 284.381.

[Personnel Div., Rule XIII Section A subsec. 1, eff. 8-11-73; A 2-5-82; Rule XIII Section A part subsec. 2, eff. 8-11-73; A 4-14-76; 2-5-82] -- (NAC A by Dep't of Personnel, 10-26-84; 12-17-87)

284.614 Layoffs: Procedure.

1. Except as otherwise provided in NAC 284.438, if it becomes necessary for a classified employee to be laid off because of a shortage of work or money, the abolition of a position or some other material change in duties or organization:
 - (a) The administrator of the department shall determine in what geographical location, class series, class and option the reductions in staff will have the least detrimental effect on the operations of the department and shall specify layoffs accordingly. In the department of human resources and the University and Community College System of Nevada, the administrator of a division, with the approval of the director of the department, shall determine in what geographical location, class series, class and option the reduction of staff will have the least detrimental effect on operations and shall specify the layoffs accordingly.
 - (b) Within the department and within the geographical location class series, class and option selected, all employees of the department who are not permanent must be laid off before any permanent employees in the following order:
 - (1) Emergency employees.
 - (2) Temporary employees.
 - (3) Provisional employees.
 - (4) Probationary employees.
 - (c) If additional reductions are necessary, permanent employees must be laid off on the basis of performance and seniority. In computing seniority, the time covered by a report on performance "below standard" or "unacceptable" made during the last 4 years must not be included, except that no report may be considered for the time covered within 75 calendar days before the notification of layoff was issued. Except as otherwise provided in this paragraph, the time "covered" by a report of sub-standard performance runs from the date the report was filed with the director until the date recorded on the employee's subsequent report on performance as the date on which his performance improved to standard or better. If the subsequent report on performance is not filed within 30 days after the date required by subsection 4 of NRS 284.340, the employee's performance shall be deemed standard effective on the date the report on performance was due.
 - (d) In the department and within the geographical location, class series, class and option where layoffs are to take place, those employees with the least seniority must be laid off.
 - (e) For the purposes of this subsection, an appointing authority may consider whether positions are full-time or part-time and limit layoffs to full-time or part-time employees. Similar considerations may be given to and limitations placed on positions requiring selective certification pursuant to NAC 284.378.
2. When determining seniority for order of layoff:
 - (a) Seniority must be projected and counted up to the established date of layoff.
 - (b) Seniority for part-time employment must be prorated to its full-time equivalent.
 - (c) If a classified employee enters unclassified service and subsequently reenters classified service, his previous and current classified service is counted.
 - (d) Except as otherwise provided in NAC 284.580, any combination of authorized leave without pay and catastrophic leave for more than 240 hours or, in the case of an excluded classified employee, 30 working days, in a year, calculated pursuant to subsection 6 of NAC 284.182, is not counted.

- (e) When an employee was separated from service with the state for any of the reasons that do not result in a break in continuous service as provided in NAC 284.598, the time during the separation is not counted. [Personnel Div., Rule XIII Section B subsec. 1, eff. 8-11-73] -- (NAC A by Dep't of Personnel, 8-26-83; 8-28-85; 8-22-86; 7-21-89; 8-1-91; 3-27-92; 9-16-92; 11-16-95; 10-27-97; R031-98, 4-17-98)

284.726 Access to confidential records.

1. Except as otherwise provided in this subsection, access to materials for an examination and information relating to an applicant or eligible person which are relevant to an appointing authority's decision to hire that person is limited to the appointing authority or his designated representative. If the name of the applicant is not disclosed and the information is used for the purposes of paragraph (b) of subsection 1 of NAC 284.204, information relating to the education and experience of an applicant may be made available to any affected applicant, employee, or the designated representative of either.
2. Except as otherwise provided in subsection 3, access to an employee's file of employment containing any of the items listed in paragraphs (e) to (h), inclusive, of subsection 1 of NAC 284.718 is limited to:
 - (a) The employee;
 - (b) The employee's representative when a signed authorization from the employee is presented or is in his employment file;
 - (c) The appointing authority or a designated representative of the agency by which the employee is employed;
 - (d) The director of the department of personnel or his designated representative;
 - (e) An appointing authority, or his designated representative, who is considering the employee for employment in his agency; [and]
 - (f) Persons who are authorized pursuant to any state or federal law or an order of a court; and
 - (g) **The State Board of Examiners when the Board is considering a claim against the State pursuant to chapter 41 of NRS, which involves the employee.**
3. Information concerning the disability of an employee or a member of his immediate family must be kept separate from the employee's file in a locked cabinet. Access to such information is limited to the employee, his current supervisor and the appointing authority.
4. Upon request, the department of personnel will provide the personal mailing address of any employee on file with the department to the state controller's office and the Internal Revenue Service.
5. The director or the appointing authority, or his designated representative, shall authorize the release of any confidential records under his control which are requested by the committee, a hearings officer, the commission, the Nevada equal rights commission or a court. If the director or his designated representative determines that the release of any confidential record is not necessary for those purposes, the decision may be appealed.

[Personnel Div., Rule XVI part Section C, eff. 8-11-73] -- (NAC A by Dep't of Personnel, 8-28-85; 9-30-88; 7-21-89; 8-14-90; 7-6-92; 3-23-94)